

**CALLING FOR PROPOSAL**

**CONSULTING SERVICES**

**Purchaser: World Wide Fund for Nature – Viet Nam**

**(WWF-Viet Nam)**

**Project: USAID Biodiversity Conservation- VFBC project**

**Name of Package:** **Survey to assess the financial status of all USAID Biodiversity Conservation project sites and design a sustainable finance guide for PPMUS and management boards**

**Bid reference number**: **FY25/0652 BCA**

**Submission Deadline: December 16th, 2024 17:00 (ICT)**

Issued on: 02 December 2024

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**ABBREVIATIONS AND ACRONYMS**

|  |  |
| --- | --- |
| DVTV | Dịch vụ tư vấn (Consulting service) |
| WWF | World Wide Fund for Nature (World Wide Fund for Nature) |
| HSMDX | Hồ sơ mời đề xuất (Calling for Proposal) |
| HSDX | Hồ sơ đề xuất (Proposal) |

**Part I**

Scope of CONSULTANCY Work

Survey to assess the financial status of all USAID Biodiversity Conservation project sites and design a sustainable finance guide for PPMUS and management boards

# **Introduction**

The “USAID Biodiversity Conservation” activity (hereinafter referred to as Project) is a 5-year project starting from July 2020 to June 2025. The project aims to maintain and increase forest quality and protect and stabilize wildlife population in high conservation value provinces (Ha Tinh, Ninh Binh, Quang Binh, Quang Tri, Thua Thien Hue, Quang Nam, and Lam Dong). The project targets fourteen special use forests (SUFs) and seven protection forests (PFs), linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species. The project is implemented by WWF US and WWF Vietnam in collaboration with the project partners Education for Nature Vietnam (ENV), Flora and Fauna International (FFI) Vietnam, Re:wild, International Union for the Conservation of Nature (IUCN) Vietnam, and the Leibniz-Institute for Zoo and Wildlife (IZW).

The USAID Biodiversity Conservation project has four strategic approaches (SA):

* SA1: Promote Conservation-Friendly Enterprises in Forest Dependent Communities
* SA2: Strengthen Management of Special-use and Protection Forests
* SA3: Increase Functionality of Law Enforcement Systems for Forest and Wildlife Crimes
* SA4: Reduce local demand for illegal wildlife products through behaviour change methodologies

Strategic Approach 2 (SA2) aims to strengthen management of special use and protection forests in project provinces. This includes supporting protected areas in identifying ways to improve their financial situation. All protected areas in Vietnam are managed by the state, which regulates how protected areas are funded and the budget is spent. Management authority of protected areas is mostly vested in provincial governments, with some notable exceptions of six national parks that are managed directly by the Ministry of Agriculture and Rural Development (MARD). Protected areas’ finances are therefore dependent on and determined by national and provincial policies and legislation.

This Scope of Work (SOW) describes the tasks to conduct an assessment of the financial status of each USAID Biodiversity Conservation project site including options for improving sustainable financing, as well as relevant policy recommendations.

# **Sustainable finance in Vietnam and the project sites**

Sustainable financing of a protected area relates primarily relates to how funds are mobilised (the source) and managed (cost effectiveness). To achieve protected area financial sustainability, governments and managers need to consider and address factors such as building a diverse funding portfolio, fund management that promotes cost efficiency and management effectiveness, indirect and opportunity costs, identifying and overcoming broader market, price, policy and institutional distortions, and human resource capacity.[[1]](#footnote-1) For example, a financial assessment of Bidoup-Nui Ba NP conducted by UNDP in 2013[[2]](#footnote-2) identified cost saving as one element to improve the financial status.

Protected area financial sustainability can then be defined as “*The ability to secure efficient, stable, and long-term financial resources, and to allocate them in a timely manner and in an appropriate form, to cover the full costs of protected areas and to ensure that protected areas are managed effectively and efficiently with respect to conservation and other objectives.”.*[[3]](#footnote-3)

Protected areas in Vietnam are well-funded compared to other ASEAN countries or developing countries in general. A 2003 study[[4]](#footnote-4) put the figure at more than USD 1,200 /km2 per year. Later studies looked at expenditures, revenues, and funding gaps. A recent study[[5]](#footnote-5) analysed data available from a wide range of projects and surveys. The main findings indicate that there is: a large variation between protected areas in both revenues and expenditure; there has been a marked, and sustained, growth in the proportion of PAs that are able to generate revenues; the increase in revenues appears to have out-paced the rise in PA costs or expenditures in many cases, suggesting that protected areas are becoming progressively more able to cover their own costs from self-generated revenues; but, income-generation opportunities are not even across all protected areas. While funding for protected areas in Vietnam is still relatively good compared to other countries in the region, the study also noted that state funding has become more limited in recent years. This happened in parallel with laws, decisions, and circulars that have been developed over the last 20 years and which lay out the principles for financial autonomy and set targets for the transition of protected area management boards—as public non-business units (PNBU)—towards greater financial self-reliance and autonomy. The report furthermore notes that management boards tend to emphasise the government’s intention to empower and encourage protected areas to finance their own management from self-generated revenues, and take on progressively greater decision-making responsibilities in financial planning, spending, and management contributed by just two sources: tourism and PFES, and in practice, only a small proportion of the wide range of permissible PA funding sources are actually being captured.[[6]](#footnote-6)

It must be noted that the studies above only cover national parks and nature reserves (Special Use Forests (SUFs). They did not look at protection forests (PFs). The BCA Project's institutional assessments of both SUFs and PFs in the five project provinces of Quang Binh, Quang Tri, TT Hue, Quang Nam and Lam Dong[[7]](#footnote-7) indicate that SUFs and PFs experience the same barriers in securing income, including factors such as a reliance on PFES, late and incomplete disbursement of PFES, insufficient capacity and other limitations to mobilising other funding sources.

While studies emphasize that there are great differences between protected areas in terms of their potential to become more business oriented and diversify their funding portfolio, and that funding from provincial and central government will always be needed, protected area management boards of both SUFs and PFs are under increasing pressure to improve their financial status with income sources other than those from the state budget. In 2024 the BCA Project supported the management board of Bidoup-Nui Ba NP with identifying options for diversifying its funding portfolio.[[8]](#footnote-8) The survey discussed a wide range of funding mechanisms used globally, which the current Vietnam policy framework doesn’t support. The report therefore described several scenarios that Bidoup-Nui Ba NP can develop in the short and medium term, but in which various options need piloting and/or policy support from provincial and central government. A similar mission for Bach Ma NP has been carried out in the second and third quarter of 2024. A 2021 GIZ mission looked at the financial status of Cat Tien NP and compiled a sustainable finance strategy.[[9]](#footnote-9)

Most studies focus on revenues and expenditure and note that there are multiple reasons that protected areas do not have a sustainable financial status. As the definition of sustainable financing above indicates, to improve it, there needs to be a comprehensive assessment that considers multiple facets of protected areas and their management, something this current assessment aims to do. This assessment will look at the financial status of all protect sites and identify funding gaps and how they can be addressed based on current legal avenues and policy trends of GoV; will assess the potential for carbon-based financing (including the sutudy supported by the BCA Project for Cuc Phuong NP and Cat Tien NP); and identify what policy adjustments or developments are needed to expand the funding base of protected areas. Therefore, this assessment aims to identify concrete options and recommendations that management boards and government agencies can implement to improve the financial situation, including ones that don’t need additional funding, and recommendations to improve the legal framework that will in the short or medium term enable government agencies and protected area management boards to improve their financial sustainability.

The mission will use the approach and phasing (*Diagnosis*, *Response*, and *Delivery*) of developing a sustainable finance strategy for protected areas and the *Protected Area Financing Self-Assessment Tool* (PAFSAT), as developed under the *Programme on Conservation, Sustainable Use of Forest Biodiversity and Ecosystem Services in Viet Nam*.[[10]](#footnote-10) The mission will in addition make use of the data and information generated by development of sustainable finance strategies for Bidoup-Nui Ba NP and Bach Ma NP, and other PAs, under the USAID Biodiversity Conservation project mentioned above.

Given the Project’s resources, limited site visits are foreseen. Implementation will mostly rely on questionnaires, virtual meetings, and analysis of site reports.

# **Purpose and objectives**

The overall purpose of this Assessment is to provide protected area management boards and provincial and national policy makers with a structured overview of the financial status of each project site, sustainable financing options, as well as policy recommendations, to improve financial sustainability in the Project provinces and Project sites:

1. To analyse current funding and funding gaps for all project sites.
2. To compile sustainable financing options that sites can adopt.
3. To recommend provincial- and national-level policy changes, adjustments or revisions in the medium and long term that will empower management boards to improve and/or widen their funding portfolio beyond what is currently legally possible.

# **Tasks**

Under technical guidance and supervision of the SA2,3 lead and in close collaboration with management boards and PPMUs, the Consultant(s) will conduct the following tasks:

1. Compile and study relevant legal and policy documents, and relevant publications and reports of USAID Biodiversity Conservation and other projects. Update and prepare assessment tools and a detailed work plan.
2. Conduct the *Diagnosis* phase referenced above deploying PAFSAT—including assessing the current institutional context and practice compared with the legally mandated one regarding revenue sourcing, budgeting and spending[[11]](#footnote-11)—and prepare a financial status and management report for each of the twenty-one project sites by newly assessing eightteen project sites, updating the assessment of Cat Tien NP, and using existing recent diagnostic information for Bidoup-Nui Ba NP and Bach Ma NP. It is imperative that the assessments not only consider costs as captured in the budgets associated with existing management plans, but also costs related to interventions that are started or promoted by the USAID Biodiversity Conservation project and need continuation post-project. Compile all status reports into one overall report that will (i) present the status of each site and (ii) analyse the findings for trends and/or differences in and between provinces and the project area as a whole.
3. Conduct one virtual workshop of half-a-day to validate the findings with all relevant PPMUs. Update and finalise the financial status report on basis of the comments received during the workshop.
4. Compiling relevant information of all project sites and using the existing sustainable finance strategies for Bach Ma NP, Bidoup-Nui Ba NP, and Cat Tien NP, develop a guide that PPMUs and management boards can use to identify options and establish sustainable finance strategies in their sites considering the comprehensive definition of sustainable financing given above—and therefore in addition to identifying potential funding sources, exploring and analysing factors such as cost effectiveness or human resource capacity—and a wide range of immediately implementable and longer-term options that need policy development. Also include for each of the five provinces of Quang Binh, Quang Tri, Thua Thien Hue, Quang Nam and Lam Dong opportunities for launching or participating in existing carbon-financing projects and schemes, considering both government-driven REDD+ initiatives and voluntary markets.
5. Extract from the sustainable finance guide a policy brief for provincial and national governments that identifies necessary policy development that will enable management boards in developing and implementing sustainable finance options.
6. Draft a brief mission report on mission implementation, noting specific issues with the implementation (if any) and how these issues were overcome.

# **Deliverables and schedule**

|  | Deliverable | Tasks included | Qty | Submission date | Form and copies |
| --- | --- | --- | --- | --- | --- |
| I | Workplan | 1 | 1 | Not later than 1 week after signing the contract. | Electronic, in English and Vietnamese |
| II | Financial status report | 2-3 | 1 | No later than one month after signing the contract |
| III | Sustainable finance guide | 4 | 1 | Not later than two months after signing the contract |
| IV | Policy brief | 5 | 1 | Not later than two months after signing the contract |
| V | Mission report | 6 | 1 | Not later than 2.5 months after signing the contract |

# **Period and mode of implementation**

The activities will be carried out in Hanoi and some project provinces, and are expected to be completed within 03 months from the date of signing the contract.

To optimize implementation efficiency and effectiveness, the mission will incorporate field visits and online meetings, while PPMUs and 21 VFBC project MOUs will be required to support and facilitate data collection as per the consultant’s guidance and instructions.

# **Required personnel**

The task will be carried out by a team of two members:

| POSITION | RESPONSIBILITIES | ESTIMATED NUMBER OF WORKING DAYS |
| --- | --- | --- |
| Team Leader - National Reserve Finance Specialist | Lead the mission. Responsible for planning work, implementing methods and tools, and being the primary contact for the Project. Primarily responsible for leading the development of financial strategies. | 50 |
| International conservation area management expert (Vietnamese or foreign nationality) | Support assessment work, focusing on management effectiveness and conservation objectives, drafting policy briefs. | 12 |

#### **Team Leader - National Reserve Finance Specialist**

##### **Qualification**

* PhD in law, MBA, forestry or related field.
* Proficient in Vietnamese
* Ability to work well in English

##### **Professional experience**

* At least ten years of experience in conservation and finance
* Solid knowledge of policies and laws relating to budgeting, funding and financial management of protected areas
* In-depth understanding of sustainable finance for protected areas and related laws and policies
* Solid knowledge and understanding of PFES (payment for forest environmental services) in Vietnam
* Understanding carbon finance and protected areas.
* Participate in at least two sustainable finance projects for protected areas as a policy analyst

#### **International conservation area management expert (Vietnamese or foreign nationality)**

##### **Qualification**

* Master's degree or higher in biology, natural resource management, geography or similar fields
* Fluent in English

##### **Professional experience**

* At least twenty years of experience in conservation area management.
* At least ten years of experience in conservation area management in Vietnam
* At least five years working in donor-funded protected area management projects, as a protected area management evaluator or analyst
* Solid understanding of performance or outcomes-based protected area management.

# **Special requirement**

Reports and documents used for the workshop must comply with regulations on using logos and report templates of USAID and WWF-Vietnam.

*The report must clearly state the project name: "Biodiversity Conservation Component, Sustainable Forest Management and Biodiversity Conservation Project (VFBC), funded by the United States Agency for International Development (USAID). Sponsored, WWF coordinates with the Ministry of Agriculture and Rural Development to implement.*

**Part 2**

**I****NSTRUCTIONS TO CONSULTANTS**

**Chapter I – CALLING FOR PROPOSAL**

**Section 1. Content of Calling for Proposal**

1. Purchaser: World Wide Fund for Nature – Viet Nam (WWF-Viet Nam) would like to request for an proposal from eligible consulting groups (hereinafter called Consultants) who are interested in submitting the proposal for “SURVEY TO ASSESS THE FINANCIAL STATUS OF ALL USAID BIODIVERSITY CONSERVATION PROJECT SITES AND DESIGN A SUSTAINABLE FINANCE GUIDE FOR PPMUS AND MANAGEMENT BOARDS”

2. The contents, Scope of works, deliverables, and specific requirements on implementation timeline, experience, and qualifications of consultants are presented in Part One – Scope of Work.

**Section 2. Language**

The proposal, as well as all documents exchanged between the purchaser and the consultant relating to the request for proposal, will be written in **Vietnamese or** **English**.

**Section 3. Proposal contents and timeline**

The proposal prepared by the consultant must include the following contents:

Letter of Interest using Form-1;

Agreement to establish a consulting group using Form-2;

A curriculum vitae stating relevant experiences and qualifications of each consultant with the signature of the consultant (use the own form of consultant or Form-5);

In case the consultant has performed similar bidding packages performed by the team or by members of the consulting team, the consultant can list them on Form-3. Consultants who do not carry out similar bidding packages can skip;

Confirming participants in the bidding package using Form-4;

Technical and Financial proposal using Form-6

Proposal dealine submission: 90 days since bid submission deadline date.

**Section 4. Details of submission:**

Please send the electronic proposal to WWF-Viet Nam’s designated mailbox at [lien.caoquynh@wwf.org.vn](mailto:lien.caoquynh@wwf.org.vn); [duc.dominh@wwf.org.vn;](mailto:duc.dominh@wwf.org.vn) and [hung.phamquoc@wwf.org.vn](mailto:hung.phamquoc@wwf.org.vn) Your e-mail must have the subject heading as: “**HSDX-[*Consultant’s name*]- FY25/0652 BCA** **“Survey to assess the financial status of all USAID Biodiversity Conservation Project sites and design a sustainable finance guide for PPMUS and Management Boards”.**

The maximum size per email that WWF-Viet Nam can receive is **25MB**.

**Section 5. Deadline for submission**

1. Consultants can send their proposal via email to WWF-Vietnam's address, but must ensure that the purchaser receives the proposal **on or before 17:00, December 16th , 2024 (Hanoi time – ICT).**

2. The purchaser may extend the submission deadline in case the number of proposals needs to be increased or when the purchaser considers it essential to amend the proposal.

3. When extending the submission deadline, the purchaser will notify the Consultants in written form that have submitted their proposals, and at the same time publicly post the notice of extension of the submission deadline. Consultants who have submitted proposals can receive them back to amend and supplement their proposals. In case the Consultant does not receive back the submitted proposal and does not send back the amended and supplemented proposal before the extension time, the purchaser will preserve such proposals and consider it as the official and valid proposal of the Consultant and will conduct a review of the following submissions according to the newly extended deadline.

**Section 6. Late submission**

Proposals sent to the purchaser after the deadline for submission will not be opened and returned to the Consultant in their original state. Any documents sent by the Consultant after the deadline for submission of documents to amend and supplement the submitted Proposal are invalid, except for the documents sent by the Consultant to clarify the Proposal at the request of the purchaser for clarifying or supporting documents to demonstrate the Consultant's eligibility, competency, and experience.

In case after the deadline for submission of the proposal, the purchaser discovers that the Proposal lacks documents proving its eligibility, capacity, and experience, the Consultant is allowed to send documents to the purchaser within a period of time to clarify their eligibility, capacity, and experience. The purchaser is responsible for receiving the clarification documents of the Consultant for consideration and assessment; additional documents, clarifications on eligibility, qualifications, and experience are considered part of the application. The purchaser will notify the Consultant of receipt of additional clarifications from the Consultant.

**Section 7.** **Conditions for the evaluation**

Consultants will be considered and selected for evaluation when fully meet the following conditions:

1. Proposals with sufficient information as required in Section 3;

2. Having the Proposal that meets the requirements stated in the Scope of Service for consulting services and the requirements of this Proposal.

**Section 8. Result announcement and evaluation**

Selection will be made through domestic competitive bidding procedures as outlined in this Call for Proposals and is open to all qualified consultants as defined in the Standard Terms. USAID M6 standard - Procurement Policy for Non-US Entities. Geocode 937 applies to USAID Biodiversity Conservation projects. For more detailed information about Geocode 937, please refer to:

[ADS Chapter 310: Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID | U.S. Agency for International Development](https://www.usaid.gov/ads/policy/300/310)

Shortlisted candidates will be invited for interviews if necessary and evaluated against the above criteria of competence, experience and technical and financial proposal.

**Chapter 2 - FORM**

The consultants prepare required forms as follows:

|  |  |  |
| --- | --- | --- |
| **No** | **Content** | **Forms** |
| 1 | Letter of Interest | Form- 1 |
| 2 | Agreement to establish a consulting group | Form- 2 |
| 3 | Consultant's Experience and Competencies | Form- 3 |
| 4 | Statement of availability | Form- 4 |
| 5 | Professional resume | Form- 5 |
| 6 | Technical and Financial proposals | Form- 6 |

**Form- 1** **– Letter of Interest**

 \_\_\_\_\_\_\_\_\_\_, date \_\_\_ month \_\_\_ year \_\_\_

**To: The World Wild Fund for Nature-Representative Office in Viet Nam**

Having carefully examined the Calling for Proposal dated *[insert date]* for the assignment **[*insert number and name of the package]***, we, consultant group with ….(name of team leader) as a team leader, expression of interest to participate in this package. We are hereby submitting our Technical and financial proposal for conducting this assignment.

We have read carefully the requirement in the scope of work.

This Proposal document will be valid for 90 days from the date of submission deadline. If we are being selected to implement this assignment, we commit to meet in requirement of timeline, deliverable, we will participate in bidding package \_\_\_\_ *[insert name of consulting package].*

We commit that the information declared in this document is accurate and truthful.

We commit that we are not on the list of entities that are not allowed to participate in the bidding according to USAID regulations

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree that WWF-Vietnam reserves the right to refuse any application of interest that does not meet the requirements outlined in the request for expression of interest. In the circumstances specified in its procurement policy, WWF-Vietnam may cancel the entire EOI process for the implementation of the tender package and proceed with the request for EOI again.

**Representative of the consulting group or all members**

**[Signature and full name]**

# **Form- 2 - Agreement to establish a group of consultants**

\_\_\_\_\_\_\_\_\_\_, date \_\_\_ month \_\_\_ year \_\_\_

Tender Ref: \_\_\_\_\_\_\_\_ [insert name of the package]

Project: \_\_\_\_\_\_\_\_\_\_\_\_ [insert name of the project]

- According to the request for proposals the bidding package \_\_\_\_\_\_ [insert name of the package] dated \_\_\_\_ month \_\_\_\_ year \_\_ [Date stated in the request for proposals];

We include:

Name of consulting group members \_\_\_\_ *[insert name of each member]*

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The parties (referred to as members) agree to sign an agreement to establish a consulting group with the following contents:

**Article 1. General principles**

1. The members voluntarily form a consulting group to participate in the selection of requests for proposals in the bidding package \_\_\_ [insert name of the bidding package].

2. The members agree that the name of the consulting group for all transactions related to the bidding package is: Consulting group [insert name of team leader].

3. The members commit that no party can voluntarily participate independently or cooperate in any way with another party to participate in this bidding package.

**Article 2. Assignment of responsibilities**

The members agree to take joint responsibility and separate responsibility for the implementation of the \_\_\_\_ insert name of the bidding package] as follows:

1. The leading member of the Consultant Group (team leader)

The members agree to authorize \_\_\_\_ [insert name of one member] as the leading member of the Consultant Group, representing the Consultant Group in the following tasks:

[- Sign letter of interest;

- Sign documents for the transaction with the purchaser during the selection process, including the written request for clarification of the request for proposals and the written explanation and clarification of the request for proposals (if any).(3)

2. Expected responsibilities of each member of the Consulting Group to implement the bidding package:

The participating parties are expected to assign responsibilities of each member as follows: \_\_\_ [Insert expected main job content of each member, including the leading member].

**Article 3. Effect of the agreement**

The Agreement takes effect from the date of signing and terminates in the following cases:

1. The consulting group may not be selected to implement the above-mentioned bidding package;

2. Cancellation of selection for bidding packages according to notices of the purchaser.

The agreement to establish the consulting group is made in \_\_\_\_\_\_ copies, each party keeps \_\_\_\_\_\_ copies with equal legal validity.

**Representative of the consulting group or all members**

**[Signature and full name]**

**Form- 3 – CONSULTANT’S EXPERIENCE**

*Please list similar work packages done, if any, if not, skip this table*

Similar service packages are carried out by the Consulting Group, or by members of the Consulting Group. **(Each job/contract is presented in a separate table)**

|  |  |
| --- | --- |
| Name of project |  |
| Location |  |
| Purchaser |  |
| Bidding package name |  |
| Contract prices |  |
| Name of participating constultant group members: |  |
| Role to participate in the bid (consulting group, independent consultant, member of a consulting organization) |  |
| Contract performance time (insert according to the time specified in the contract; specify from date.... to date...) |  |
| Summary of specific tasks performed by the consultant under the contract |  |

The consultant encloses copies of the Contracts listed above.

**Representative of the Consulting Group**

[Signature and full name]

**Form- 4 -** **STATEMENT OF AVAILABILITY**

I (We), the undersigned …………………………………………………………………………….

State that the proposed named expert(s) listed below is/are available to carry out the services relating to the Request for Proposal dated *[insert date]* mentioned above as from ………………, for the period initially envisaged in the proposal submitted.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Expert’s Name** | **Title/Position** | **Duration** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| … |  |  |  |

I (We) understand that failure to make the named expert(s) listed above available for the performance of the services may lead to the cancellation of the Contract if the justification provided for the personnel change is not accepted by WWF Viet Nam in advance

Signature and stamp:

Name on behalf of the Consultant:

Title:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form- 5 - CURRICULUM VITAE (VC) FOR PROPOSED KEY CONSULTANTS**

*Use an existing resume or use the attached template. This should includes resumes of both consultants*

**Proposed Position** (*only one candidate shall be nominated for each position)*:

**Name of Consultant** (*Insert full name*):

**Date of Birth**: **Citizenship**:

**Education** (*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*):

**Membership in Professional Associations**:

Working experience:

|  |  |  |
| --- | --- | --- |
| **Duration** | **Name of organization** | **Position** |
| From month…date…to month…date… | … | …. |

Expected tasks assigned in the bidding package:

|  |  |
| --- | --- |
| Details of expected tasks assigned in the bidding package: | [Nêu kinh nghiệm thực hiện những công việc, nhiệm vụ liên quan trước đây để chứng minh khả năng thực hiện công việc, nhiệm vụ được phân công]  [Indicate previous experience in performing related tasks to prove your ability to perform assigned tasks] |
| *[Indicate the tasks that experts are assigned to perform]* |  |
| ... |  |

Năng lực: *[Mô tả chi tiết kinh nghiệm và các khóa đào tạo đã tham dự đáp ứng phạm vi công tác được phân công. Trong phần mô tả kinh nghiệm cần nêu rõ nhiệm vụ được phân công cụ thể trong từng dự án và tên/địa chỉ của chủ đầu tư/bên mời thầu.]*

Competency: [*Describe in detail the experience and training courses attended to meet the assigned scope of work. In the description of experience, it is necessary to clearly state the specific tasks assigned to each project and the name/address of the investor/procuring]*

**Qualification** (*Indicate significant training since degrees)*

**Languages** (*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*):

Contact information: *[Specify name, phone number, email of the person to be contacted for information verification]*

I hereby certify that the above information is true, if wrong, I will take responsibility before the law.

\_\_\_\_\_\_, date, month, year \_\_\_\_\_

[Signature and full name]

Note:

- Each individual consultant on the list mentioned in Form-4 must declare this Form.

- Upon request, the Consultant will send copies of the contract to the soliciting party; Photocopy of diploma, professional practice certificate.

**Form- 6-**

**TECHNICAL AND FINANCIAL PROPOSALS**

**CONSULTING SERVICES**

**Purchaser World Wide Fund for Nature – Viet Nam**

**(WWF-Viet Nam)**

**Project: USAID Biodiversity Conservation - VFBC project**

**Name of Package:**

**Bid reference number**:

**Consultant’s information:**

**I. Understand the ToR and objective of the activity**

**II. Main task and activities**

**III. Technical approach and methodology**

|  |  |
| --- | --- |
| **Task** | **Methodology** |
|  |  |
|  |  |
|  |  |
|  |  |

**IV. Work plan**

The consultant can use the schedule of time according to the form below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Tasks/Activities** | **Consultant’s name** | **Tentative timeline** | **Man-day** | **Location** | **Travel day** |
| I | Task 1 |  |  |  |  |  |
| 1 | … |  | … |  |  |  |
| 2 | … |  | … |  |  |  |
| … | … |  | … |  |  |  |
| II | Task 2 |  |  |  |  |  |
| 1 | … |  | … |  |  |  |
| 2 | … |  | … |  |  |  |
|  |  |  |  |  |  |  |
| III | Task 3 |  |  |  |  |  |
| 1 | … |  |  |  |  |  |
| 2 | … |  |  |  |  |  |
| … | … |  |  |  |  |  |
|  | Total |  |  |  |  |  |

**IV. Deliverable and timeline**

| **No.** | **Task** | **Deliverable** | **Timeline** |
| --- | --- | --- | --- |
| 1 | **Task 1** |  | ….days after signing the contract |
|  |  |  |  |
| 2 | **Task 2** |  | ….days after signing the contract |
|  |  |  |  |
| 3 | **Task …** |  | ….days after signing the contract |
|  |  |  |  |

**VI. Financial proposal**

*Note: Travel and accommodation expenses should be proposed following the technical proposal. It will be calculated following WWF’s regulations. Please kindly take the cost norm of WWF on the last page for reference when preparing the financial proposal. The WWF’s cost norm will be the ceiling rate that can be acceptable. The financial proposal will be evaluated based on the best price offer which includes all related costs to conduct this assignment as broken down in the below tables. Please kindly share the calculation on an Excel file for our reference and finance check.*

* + - 1. **Table 1: COST CALCULATION FOR PACKAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Consultancy fee (including applicable taxes)** | **Unit** | **Q’ty** | **Unit price** | **Total** |
| 1.1 | Day |  |  |  |
| 1.2 | Day |  |  |  |
|  |  |  |  |  |
| **Sub-Total** | | | |  |
| **2. Allowance & Accommodation (including applicable taxes)** | | | | |
| 2.1 |  | ... |  |  |
| 2.2 |  | ... |  |  |
| … |  |  |  |  |
| **Sub-Total** | | | |  |
| **3. Travel & Transport Cost (including applicable taxes)** | | | | |
| 3.1 Vehicle lease/rent |  | ... |  |  |
| 3.2 Air-tickets |  | ... |  |  |
|  |  |  |  |  |
| **Sub-Total** | | | |  |
| **4. Other costs (including applicable taxes)** | | | | |
| 4.1 |  | ... |  |  |
| 4.2 ... |  | ... |  |  |
| **Sub-Total** | | | |  |
| … | | | | |
| **Grand total** | | | |  |

#### **Table 2: DETAILED COST BREAKDOWN PER TASK**

**Task/Deliverable 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Consultancy fee (including applicable taxes)** | **Unit** | **Q’ty** | | **Unit price** | **Total** |
| 1.1 | Day |  | |  |  |
| 1.2 | Day |  | |  |  |
| **Total** | | | | |  |
| **2. Allowance & Accommodation (including applicable taxes)** | | | | | |
| 2.1 |  | ... |  | |  |
| 2.2 |  | ... |  | |  |
| … |  |  |  | |  |
| **Total** | | | | |  |
| **3. Travel & Transport Cost (including applicable taxes)** | | | | | |
| 3.1 Vehicle lease/rent |  | ... |  | |  |
| 3.2 Air-tickets |  | … |  | |  |
| …. |  | ... |  | |  |
| … |  |  |  | |  |
| **Total** | | | | |  |
| **4. Other cost (including applicable taxes)** | | | | | |
| 4.1 |  | ... |  | |  |
| 4.2 ... |  | ... |  | |  |
| **Total** | | | | |  |
| … | | | | | |
| **Grand total** | | | | |  |

**Task/Deliverable 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Consultancy fee (including applicable taxes)** | **Unit** | **Q’ty** | | **Unit price** | **Total** |
| 1.1 | Day |  | |  |  |
| 1.2 |  |  | |  |  |
| **Total** | | | | |  |
| **2. Allowance & Accommodation (including applicable taxes)** | | | | | |
| 2.1 |  | ... |  | |  |
| 2.2 |  | ... |  | |  |
| … |  |  |  | |  |
| **Total** | | | | |  |
| **3. Travel & Transport Cost (including applicable taxes)** | | | | | |
| 3.1 Vehicle lease/rent |  | ... |  | |  |
| 3.2 Air-tickets |  | … |  | |  |
| …. |  | ... |  | |  |
| … |  |  |  | |  |
| **Total** | | | | |  |
| **4. Other cost (including applicable taxes)** | | | | | |
| 4.1 |  | ... |  | |  |
| 4.2 ... |  | ... |  | |  |
| **Total** | | | | |  |
| … | | | | | |
| **Grand total** | | | | |  |

**Task/Deliverable 3:**

**……**

I understand that WWF-Vietnam is not bound to accept any Proposal received.

**Consultant**

*Sign and full name*

***WWF’s cost norm for reference:***

**Daily allowance:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Daily allowance 1 day = 02 lunches and dinners. If any meal was provided, it will be deducted from the daily allowance at the rate of 50% for 1 meal.   |  |  | | --- | --- | | Location | Daily allowance (VND) | | Cities and province, Tourist site | 600,000 | | District, commune | 450,000 | |

**Airport transfer fee:**

Actual payment or following the norm below:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Airport** | **Location** | **Cost norm for one way (from or to airport)** |
| 1 | Noi Bai | Ha Noi | 350,000 |
| 2 | Vinh | Vinh City | 125,000 |
| 3 | Dong Hoi | Dong Hoi city, Quang Binh province | 170,000 |
| 4 | Phú Bài | Hue City, Thua Thien Hue province | 260,000 |
| 5 | Da Nang | Da Nang city | 100,000 |
| 6 | Chu Lai | Tam Ky, Quang Nam | 460,000 |
| 7 | Lien Khuong | Da Lat city | 260,000 |
| 8 | Tan Son Nhat | Ho Chi Minh city | 180,000 |

**Accommodation**:

|  |  |
| --- | --- |
| Location | Maximum rate/pax/night |
| Centrally run cities, Hue City, Da Nang City | 1,800,000 |
| Cities and province, tourist site | 1,500,000 |
| District, commune | 800,000 |
| Support if staying at or relative’s house friends’shouse | 200,000 |

1. Emerton, L., Bishop, J., & Thomas, L. (2006). *Sustainable Financing of Protected Areas*. IUCN. [↑](#footnote-ref-1)
2. UNDP. *Sustainable Financial Plan. Bidoup-Nui Ba National Park, Lam Dong province*.(2013). MONRE / Project *Overcoming obstacles project to improve management efficiency protected areas in Vietnam*. Unofficial translation of Vietnamese language report. [↑](#footnote-ref-2)
3. Emerton, L., Bishop, J., & Thomas, L. (2006). *Sustainable Financing of Protected Areas*. IUCN. [↑](#footnote-ref-3)
4. Emerton, L., Rao, K., Nguyen, N., tu, N., & Quoc, T. (2003). *Covering the cost of Vietnam’s Protected Areas*. [↑](#footnote-ref-4)
5. Emerton, L., Nguyen, V. D., Minh, N. B., & Roth, M. (2021). *Review of PA financial status in Vietnam: self-financing’ needs, options & ways forward*. Programme on conservation, sustainable use of forest biodiversity and ecosystem services in Viet Nam, GIZ. [↑](#footnote-ref-5)
6. Id. [↑](#footnote-ref-6)
7. - *Institutional assessment of Special Use Forests and Protection Forests focused on the provincial legislative and regulatory environment in TT Hue and Quang Nam.* (2022.) USAID Biodiversity Conservation

   *Institutional assessment of Special Use Forests and Protection Forests focused on the provincial legislative and regulatory environment in Lam Dong, Quang Binh and Quang Tri.* (2022.) USAID Biodiversity Conservation

   *Compilation of the Institutional review of special-use and protection forests focusing on the legislative and management environment of the province of all five provinces.* (2022.) USAID Biodiversity Conservation [↑](#footnote-ref-7)
8. *Sustainable finance strategy for Bidoup – Nui Ba National Park.* (2024.) USAID Biodiversity Conservation [↑](#footnote-ref-8)
9. Under the *Conservation, Sustainable use of Forest biodiversity and Ecosystem services* project (GIZ-BIO). [↑](#footnote-ref-9)
10. Ly Ha, B., & Emerton, L. (2021). *PAFSAT: Protected Area Financing Self-Assessment Tool*. GIZ. [↑](#footnote-ref-10)
11. Cf. the institutional assessment reports listed under footnote 7. [↑](#footnote-ref-11)